

~~CONFIDENTIAL~~

24 JUL 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Assembly and Positioning Unitized Furniture, Building 213

1. A meeting was held in the office of the Chief, Supply Division, OL, (C/SD/OL), at 1500 hours on Thursday, 19 July, for the purpose of discussing the subject of this memorandum. Present were:

C/SD/OL
SC/ASSED/OL
SD/OL
IS/OL (undersigned)

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2. Voucher numbers on NFIC-initiated requisitions for Bldg. 213 furniture had been furnished [redacted] prior to the meeting in order to allow a basis for determining furniture assembly space required. Mr. Andrews estimated that a minimum of 5,000 square feet of space would be required, and [redacted] felt that 6,000 square feet would be an ideal optimum. Consequently, it was pointed out that a portion of the first floor area, identified as 121-17 for NFIC's Data Management Division, would be ideal. [redacted] said he would discuss the possibility of getting this space with the FMS engineer on the job, but indicated alternative areas might have to be given consideration.

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3. [redacted] pointed out that assembly and positioning of the furniture (approximately 600 units) will be dependent on three requisites that must be provided in advance. They are:

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a. A suitable assembly area.

b. Templated floor-plans that identify space and equipment to be positioned.

c. Rooms and bays must be identified; i.e., room numbers in corridors or on doors.

It was further pointed out that, since the pieces of unitized furniture will be delivered to the assembly area in knocked-down sets, the assembled furniture occupies 5 to 10 times as much space as the knocked-down components. This point was made to emphasize the impracticability of assembling the furniture, storing it temporarily, and then positioning it when room space is ready to receive it. Another working problem that must be considered is the

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large quantity of packing and cartoning material that is generated in the assembly phase, and which must be disposed of as easily and quickly as possible.

4. It was also emphasized that rooms and bays must be completely ready to receive the assembled furniture. By this, it was meant that the areas must be completely cleaned, the floors waxed and buffed. Further, in those areas where rugs or carpeting is to be laid, this task must be accomplished after waxing to preclude having to move furniture out of an area and then back into it.

5. The undersigned, in a coordinating capacity, was asked to develop certain information which appears as an addendum hereto. The meeting was adjourned.



Chief, F&S Branch, IS/OI

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ADDENDUM:

A. NFIS personnel are in the process of templating floor plans of Bldg. 213 with furniture, administrative equipment and light, non-mechanical operating equipment. These templates are scheduled for completion by 1 September.

B. [] has talked with the F&S engineer at Bldg. 213 regarding the possibility of using space 1F3-17 at an early date for furniture assembly. There appears to be some complication as the contractor has planned to use part or all of this space right up to government acceptance of the building. This is not final, but at this time some consideration is being given to offering the cafeteria dining space and the lobby as alternative space.

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C. Some special furniture for the lobby, lounges and the 6th floor briefing room is under procurement, but contracts have not been let. At this time, NFIS personnel assume no assembly will be required, and that any requirement for assembly will be provided for in the contract as a vendor responsibility.

D. There will be some rugs to be laid, but only a few. These will be in the executive offices on the 6th floor and in the lobby and receptionists area.


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E. Some draperies will be procured, and NPIC personnel assume the contract for them will provide for installation by the vendor. Areas for which drapes will be provided are 6th floor executive offices and briefing room, the library on the 4th floor, and the cafeteria.

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APPROVED: 


Chief, Planning Staff, CL

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